



SPARTANBURG SCHOOL DISTRICT TWO
 OFFICE OF FINANCE
 3231 OLD FURNACE RD
 CHESNEE, SC 29323
 864-578-0128
PURCHASE CERTIFICATION FORM

Any single procurement not exceeding \$5,000 is a small purchase in accordance with section 2-104 of the procurement code. The cost of goods and/or services includes the goods and/or services, installation, freight, and taxes. Single procurements may not be artificially divided in order to remain under \$5,000 to avoid the sealed bidding requirement. Requirements of dollar levels of purchase follow:

- \$5,000 or less requires no quotes price should be "fair and reasonable"
- \$5,000.01 to \$25,000 requires three written quotes
- Greater than \$25,000 requires sealed bids or proposals

Sole source and emergency procurements are exceptions to the above requirements.

All **procurements of more than \$5,000** must be **reviewed and approved** by the Assistant Superintendent of Finance and Operations **prior to release of the purchase order**. Procurements of \$5,000 or less will be reviewed and approved after the transaction.

Any procurement that does not meet the requirements of the procurement code will not be approved by the District Chief Financial Officer and will be the responsibility of the employee that authorized the purchase. Any employee that violates the procurement code is subject to disciplinary action.

Quotations are as follows:

	Vendor Name	Amount
1.	_____	_____
2.	_____	_____
3.	_____	_____

I certify that I have adhered to the provisions of the procurement code.

 Authorized Signature Date Approved Date

Written Quotations are attached as required.